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27 March 1989

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Comptroller

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Reducing Transactional Costs

Attached for your information and review is the third interim report from the Directorate of Administration's Transactional Costs Task Force. The task force has now examined and has taken action on 65 of the 69 issues you submitted. As you will note, we have again made modifications to procedures in several areas and have plans to do the same in some others. There are also issues/areas which, after examination, do not lend themselves well to change in procedures at this time. If you have any questions about this report, please give my Executive Assistant,  call.

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R. M. Huffstutler

Attachment:
As stated

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